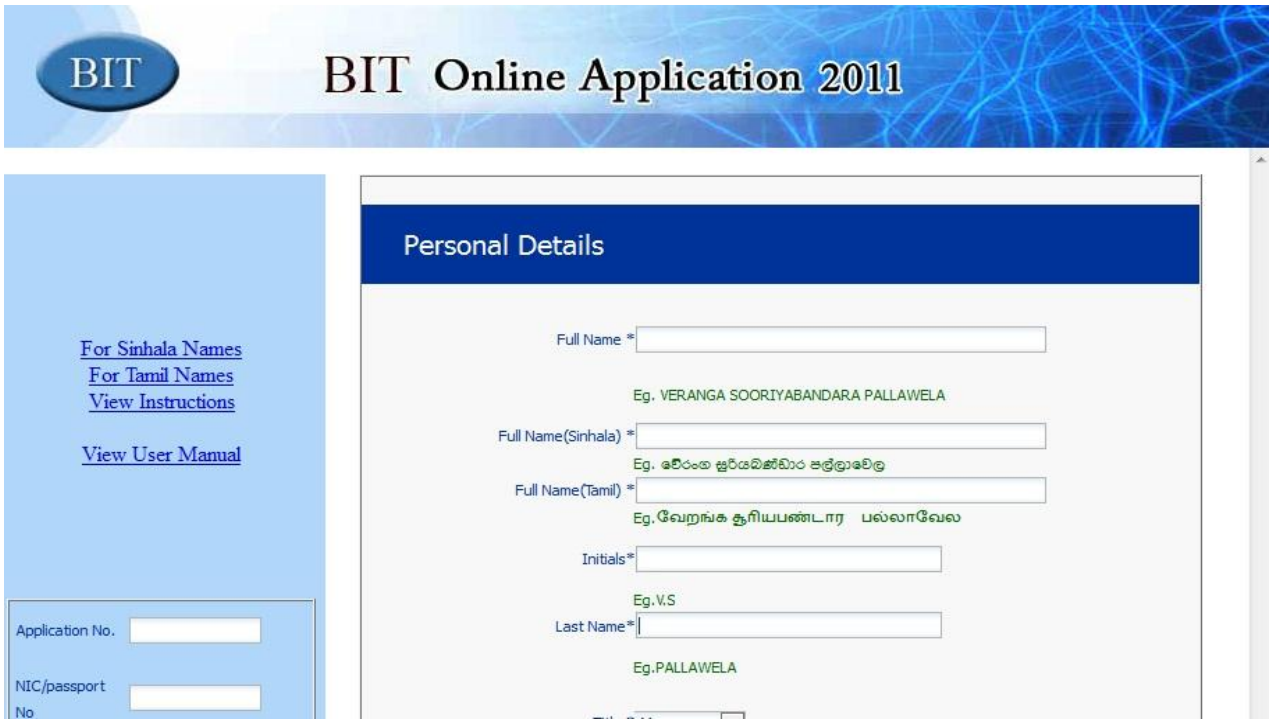
User Manual
for the
BIT Online Application

1.0 After you enter into the BIT (Bachelor of Information Technology) Registration System the following screen will appear in your browser



1.1 Filling Personal Details

First you have to fill up the personal details form

1.1.a Click on the blank box in front of the label Full Name and type your full name in the box as well as you have to fill Sinhala name and Tamil name by using Unicode. There are two links to get assist to fill Sinhala and Tamil name

E.g.(English) – VERANGA SOORIYABANDARA PALLAWELA

E.g .(Sinhala) - වේරංග සූරියබණ්ඩාර පල්ලාවෙල

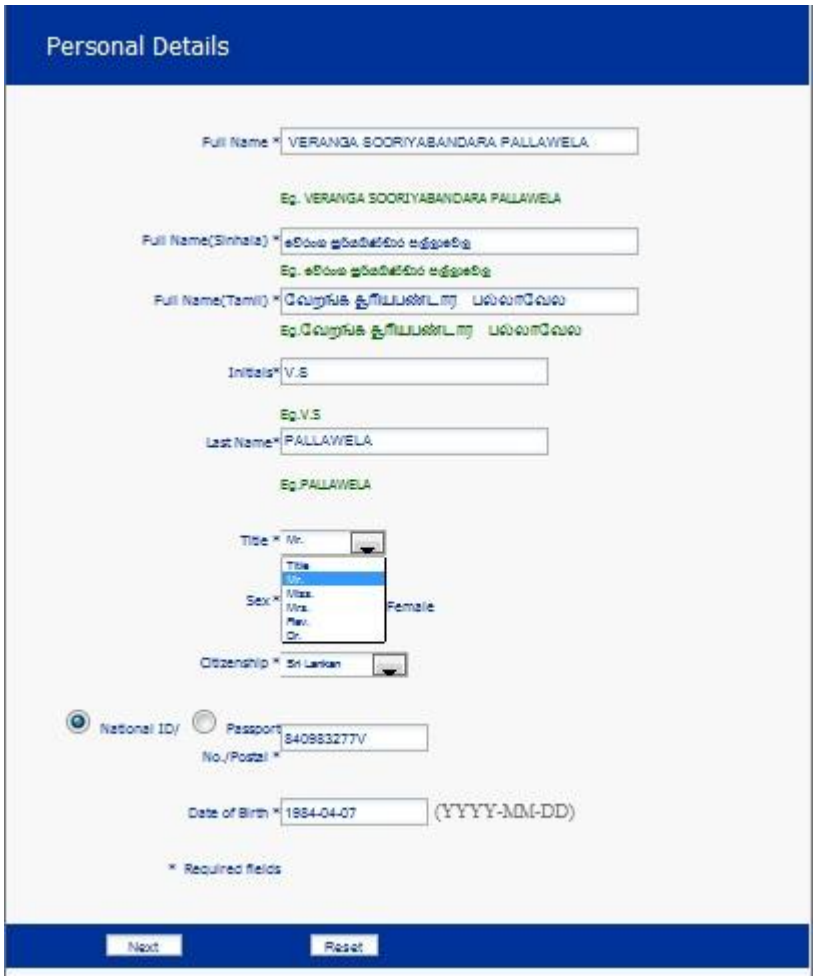
E.g (Tamil) - **வேறங்க சூரியபண்டார பல்லாவேல**

1.1.b Then click on the next blank box and type your last name and initials

E.g. – (Last Name) PALLAWELA

E.g.- (Initials) V.S

1.1.c *Then click on the arrow pointed below at the right corner of the next dialog box Then a list of choices for the Title will appear as given below

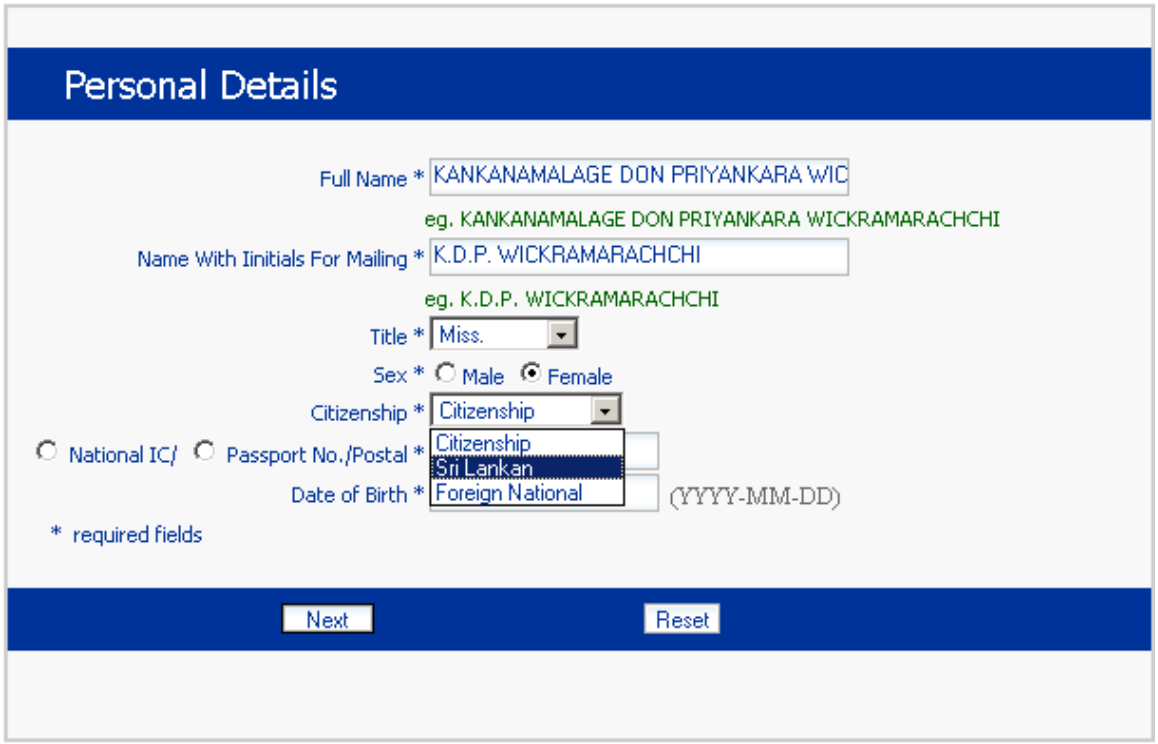


Place your mouse pointer on the relevant title so that it would be highlighted
Then (click on it) or (press the Enter key)
Then the list would disappear and your selected title would appear in the title box

e.g.-for Priyankara title would be Mr.

If you want to change your selection you can repeat from 1.1a

1.1.d Then select sex by clicking the blank circle in front of the text “Male” or ”Female” as relevant for you
If selected the blank circle would contain a black dot in front of the relevant text (You can select only one of them)

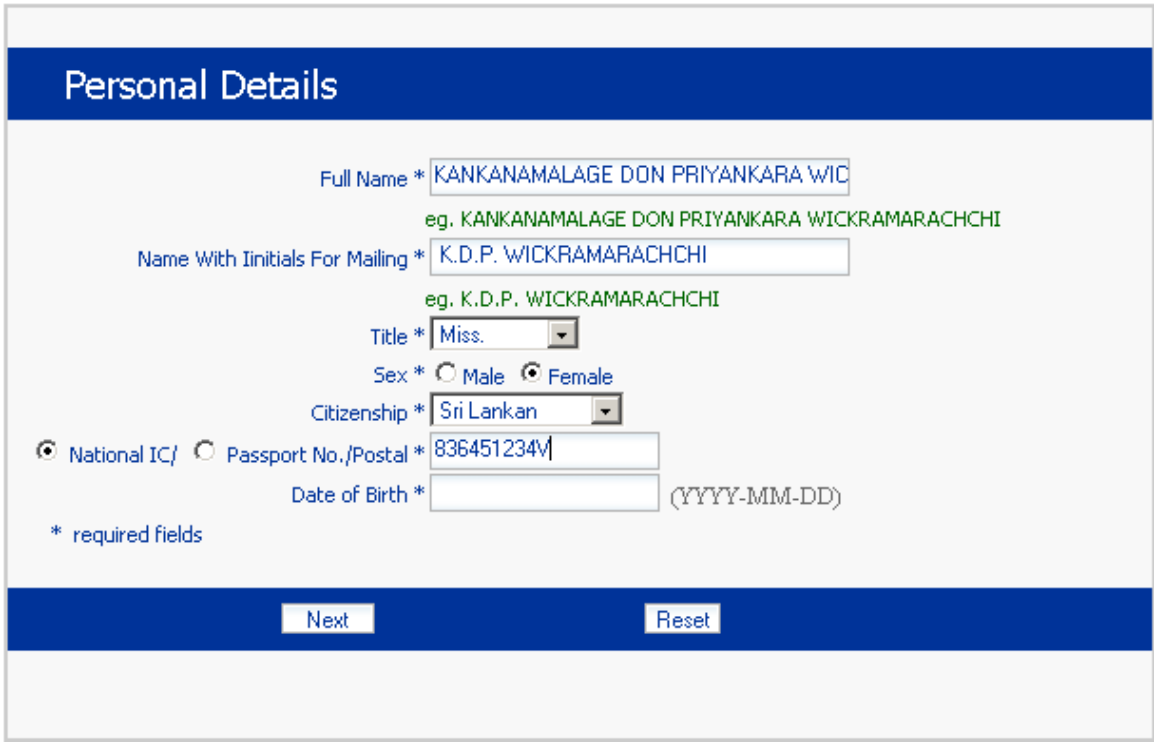


1.1.e Then select the citizenship from the drop down list in the same way you selected your Title

e.g.-whether you are a Sri Lankan or Foreign National

1.1.f **Filling the NIC or Passport No**

You can enter either National Identity Card No. or Passport No.
You have to first select the relevant field by clicking the blank Circle in front of the text and then enter the specific no
(Note that if you have selected NIC you have to supply your NIC No.)

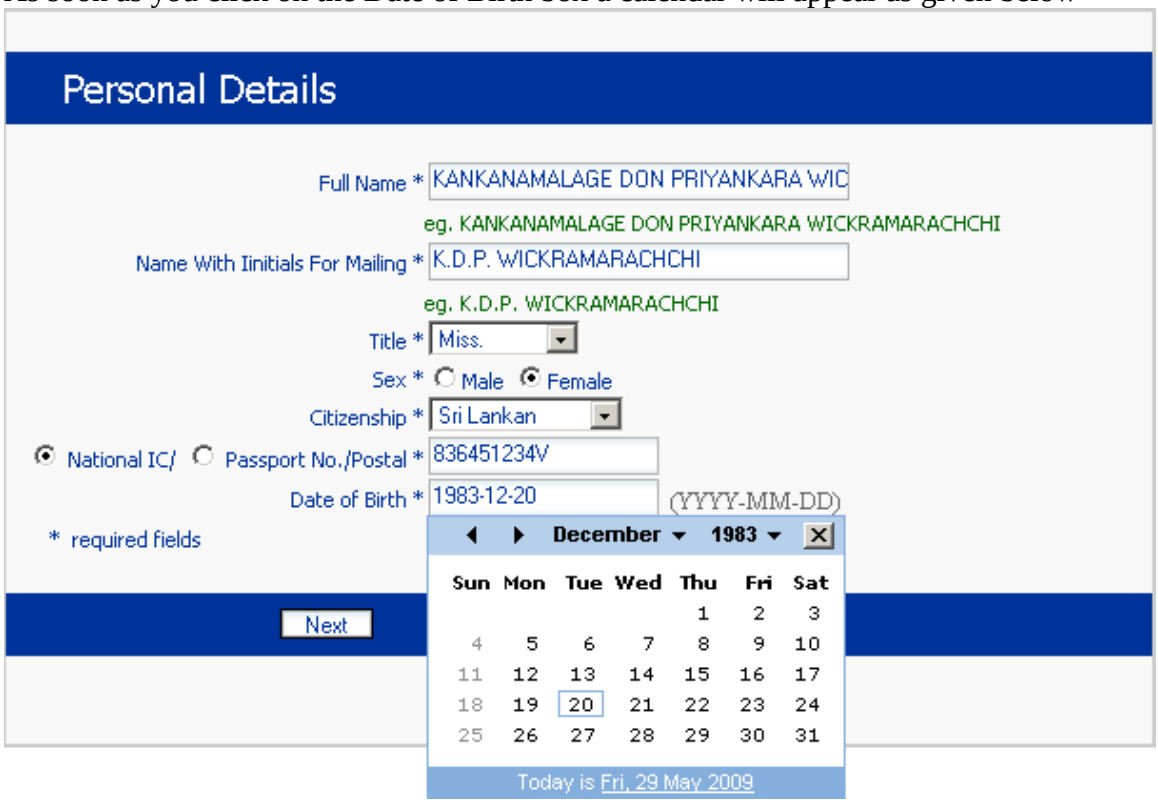

Personal Details
Full Name * KANKANAMALAGE DON PRIYANKARA WIC
eg. KANKANAMALAGE DON PRIYANKARA WICKRAMARACHCHI
Name With Iinitials For Mailing * K.D.P. WICKRAMARACHCHI
eg. K.D.P. WICKRAMARACHCHI
Title * Miss.
Sex * Male Female
Citizenship * Sri Lankan
National IC/ Passport No./Postal * 836451234V
Date of Birth * (YYYY-MM-DD)
* required fields
Next
Reset

If you are supplying the NIC No you have to enter nine digits and the last letter in upper case (V / X / ...)
First two digits will be your birth year

Eg-836451234V

1.1.g Filling the Data of Birth

As soon as you click on the Date of Birth box a calendar will appear as given below


Personal Details
Full Name * KANKANAMALAGE DON PRIYANKARA WIC
eg. KANKANAMALAGE DON PRIYANKARA WICKRAMARACHCHI
Name With Iinitials For Mailing * K.D.P. WICKRAMARACHCHI
eg. K.D.P. WICKRAMARACHCHI
Title * Miss.
Sex * Male Female
Citizenship * Sri Lankan
National IC/ Passport No./Postal * 836451234V
Date of Birth * 1983-12-20 (YYYY-MM-DD)
* required fields
Next
December 1983
Sun Mon Tue Wed Thu Fri Sat
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
Today is Fri, 29 May 2009

You can select the month and year from the calendar navigating through it by or button.

Click on the relevant date and it would be selected and appear in a blue lined square and after the selection the selected value will be in the box in number format

Eg-1983-12-20

Alternatively you can type the Date of Birth in the given format (YYYY-MM-DD)

At this time the monthly Calendar would disappear

The current date is marked in red in the calendar

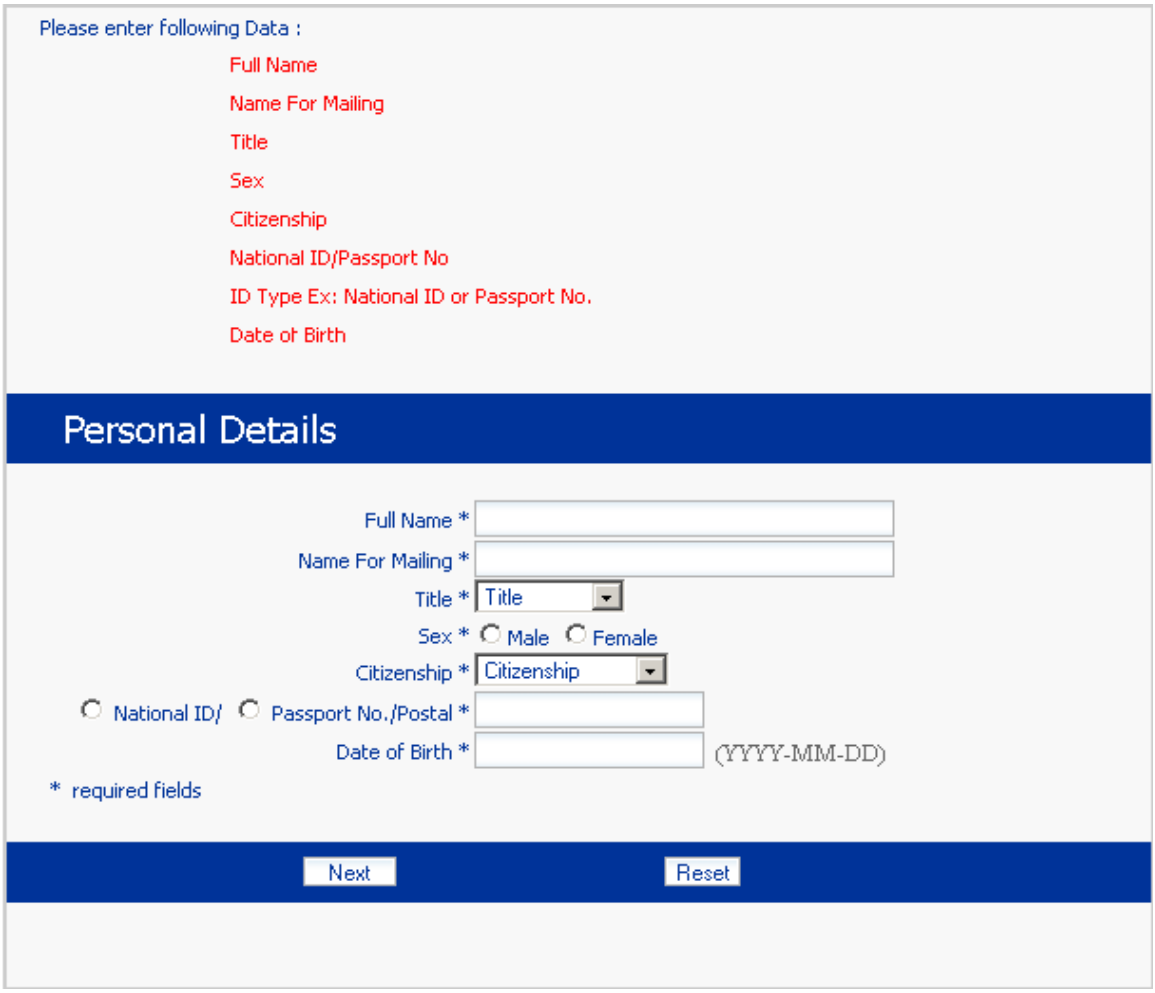
Ex-Here in this example the Date of Birth is 20th Dec 1983

After you have finished your personal details click on the "Next" button to proceed (Check whether all the information is correct as you are moving to a new page)
The "Reset" button can be used to clear all the text you entered and your selections. So that you can restart from the beginning

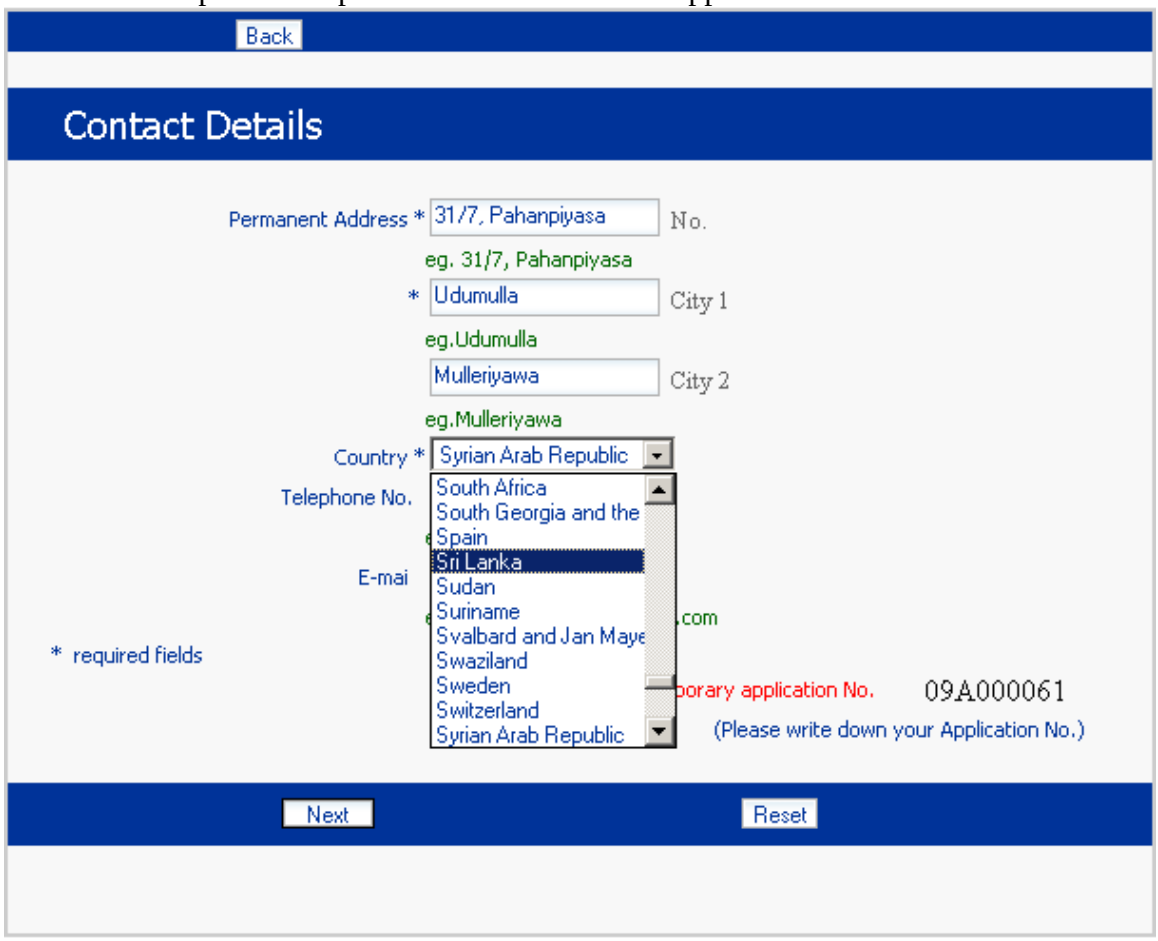
If * mark appears in front of the text box it says that information is essential for your registration process (Without entering those details you can not proceed to the next page)
If you tried to proceed without filling a required field you will see an error message in red and you will be redirected to the same form you were being filling last

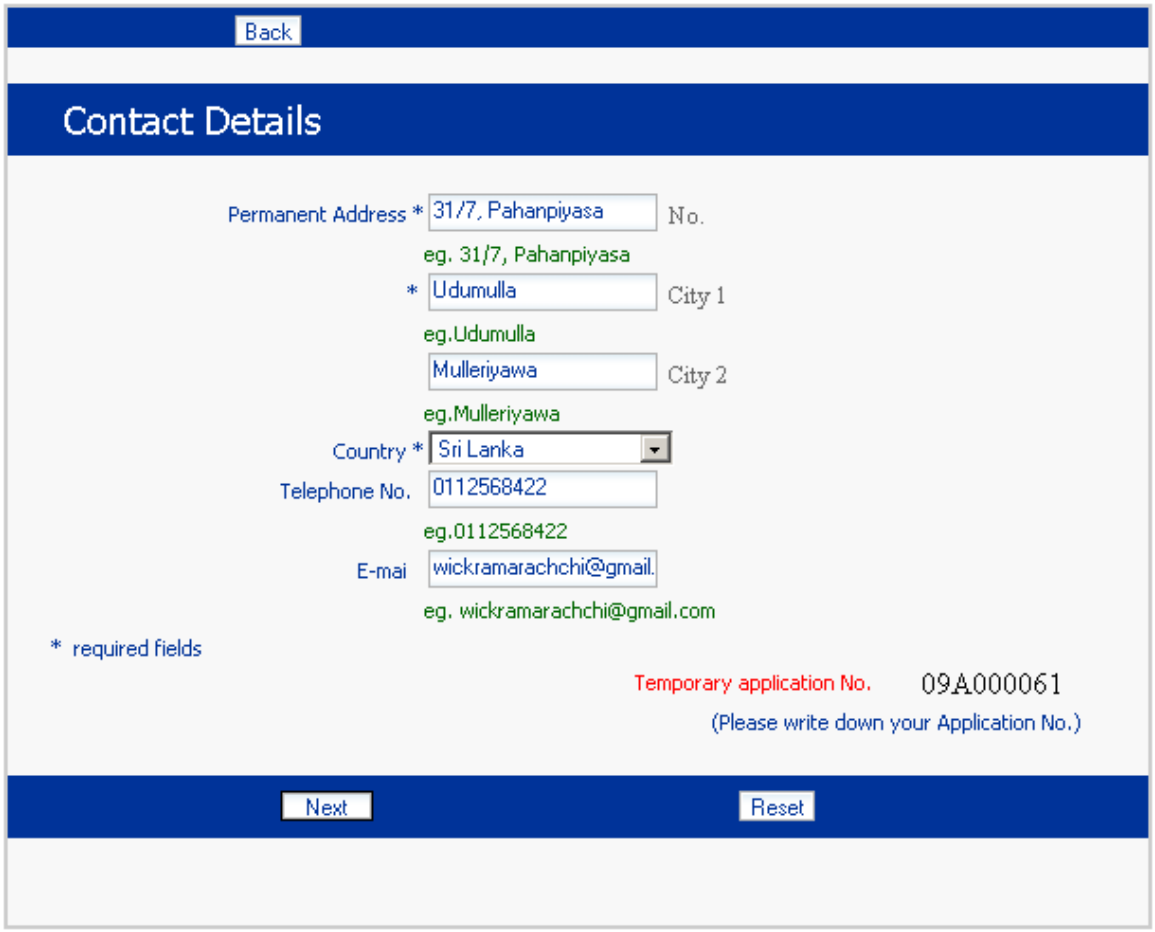
If the NIC No. and Date Of birth do not tally with each other you will see an error message "Invalid NIC No". Then you have to correct them

2.0


Please enter following Data :
Full Name
Name For Mailing
Title
Sex
Citizenship
National ID/Passport No
ID Type Ex: National ID or Passport No.
Date of Birth
Personal Details
Full Name *
Name For Mailing *
Title *
Title
Sex * Male Female
Citizenship *
Citizenship
National ID/ Passport No./Postal *
Date of Birth *
(YYYY-MM-DD)
* required fields
Next
Reset

2.1 Then the latter part of the personal details form will appear



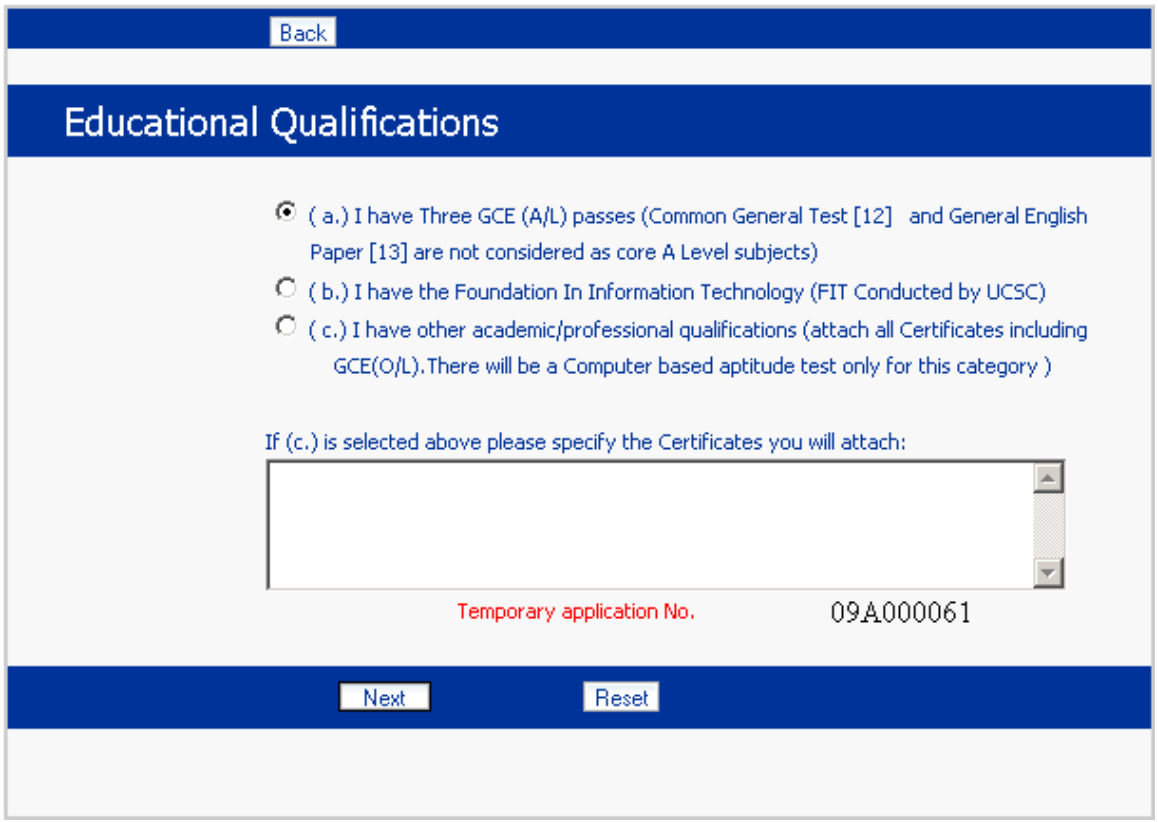


2.1.a Fill your home address as in the format in the example (Number, Road and City separately)
Choose the country from the drop down list if it is not Sri Lanka,
Enter your telephone number with all digits
Ex-0112568422
Then enter a valid E-mail address of regular use

Note that your Application Number would appear at the bottom of the right corner in every form (Write down that number for future use)

Click on the "Next" button to proceed
We will not be able to correspond with you. You had filled an incorrect address see 12.0

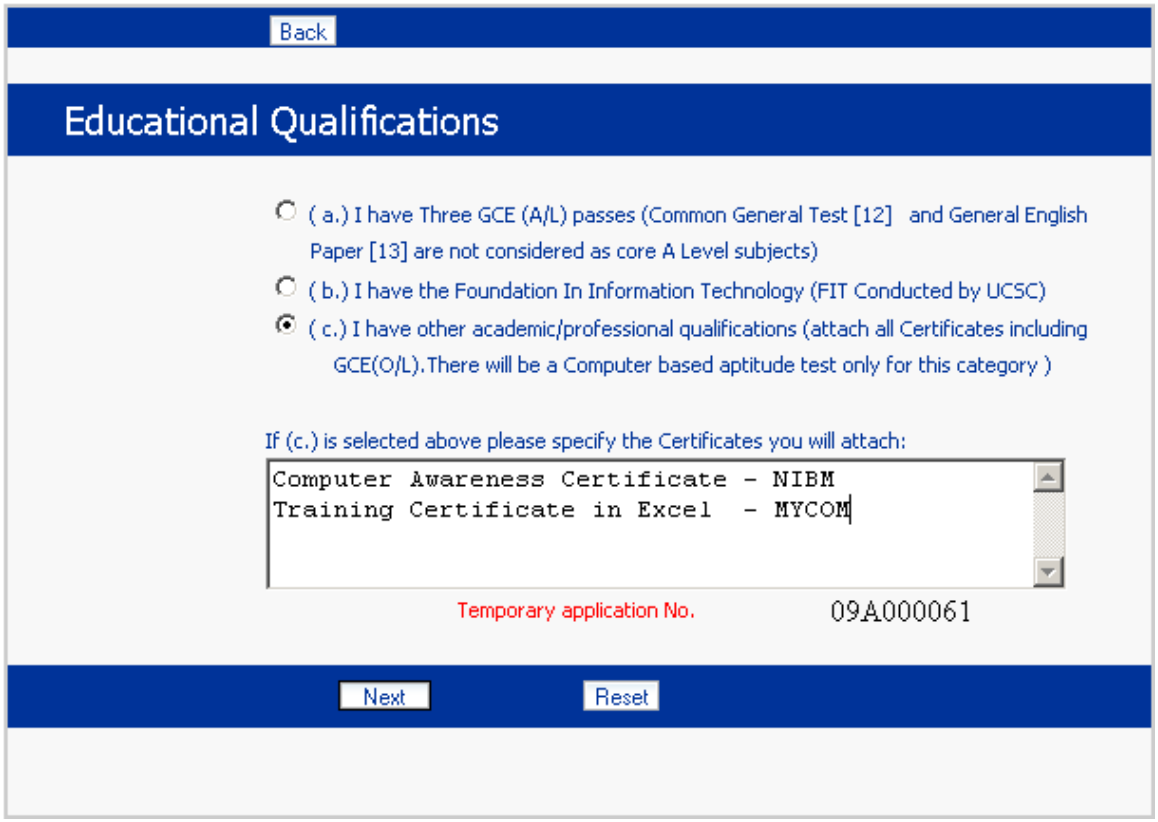
3.0 Filling Educational Qualifications


Back
Educational Qualifications
(a.) I have Three GCE (A/L) passes (Common General Test [12] and General English Paper [13] are not considered as core A Level subjects)
(b.) I have the Foundation In Information Technology (FIT Conducted by UCSC)
(c.) I have other academic/professional qualifications (attach all Certificates including GCE(O/L).There will be a Computer based aptitude test only for this category)
If (c.) is selected above please specify the Certificates you will attach:
Temporary application No.
09A000061
Next
Reset

There are three options. You can select one only
To select an option click the white button infront of the appropriate text

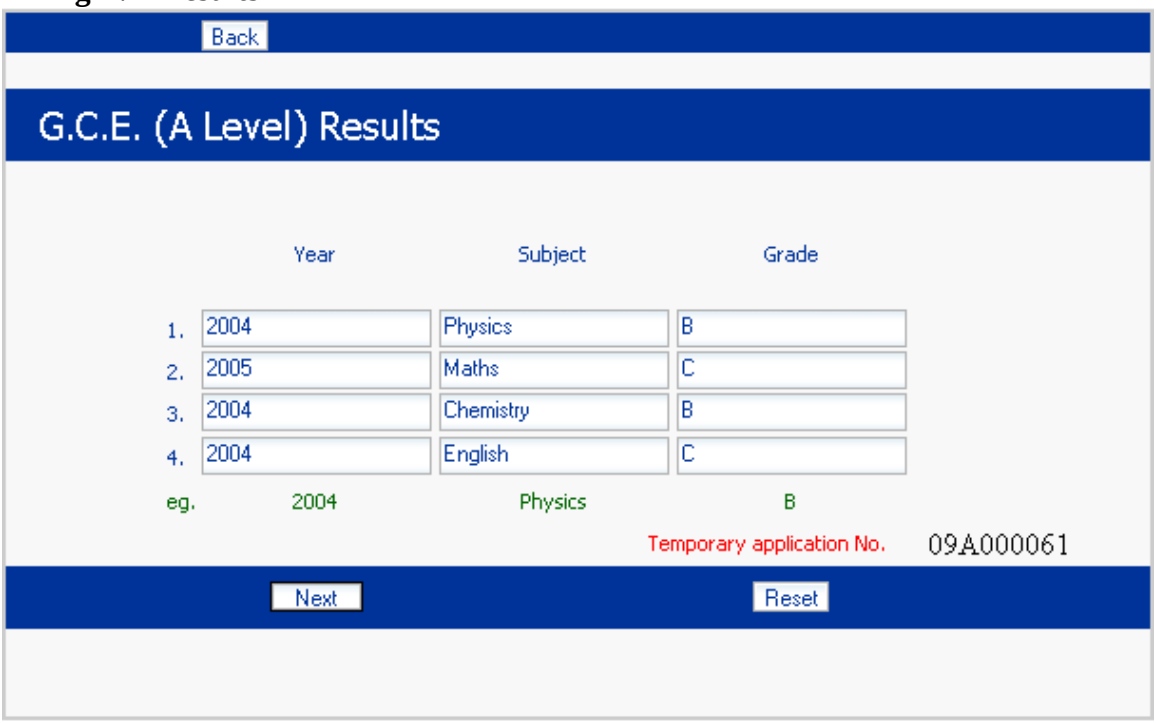
If you are selecting option “c” you must type the list of certificates with the offering institute in the blank box supplied below
(No need of filling the text box if you have selected option “a” or “b”)

An example of selecting **c** is given below


Back
Educational Qualifications
(a.) I have Three GCE (A/L) passes (Common General Test [12] and General English Paper [13] are not considered as core A Level subjects)
(b.) I have the Foundation In Information Technology (FIT Conducted by UCSC)
(c.) I have other academic/professional qualifications (attach all Certificates including GCE(O/L).There will be a Computer based aptitude test only for this category)
If (c.) is selected above please specify the Certificates you will attach:
Computer Awareness Certificate - NIBM
Training Certificate in Excel - MYCOM
Temporary application No. 09A000061
Next
Reset

Click "Next" to continue

4.0 Filling A/L Results

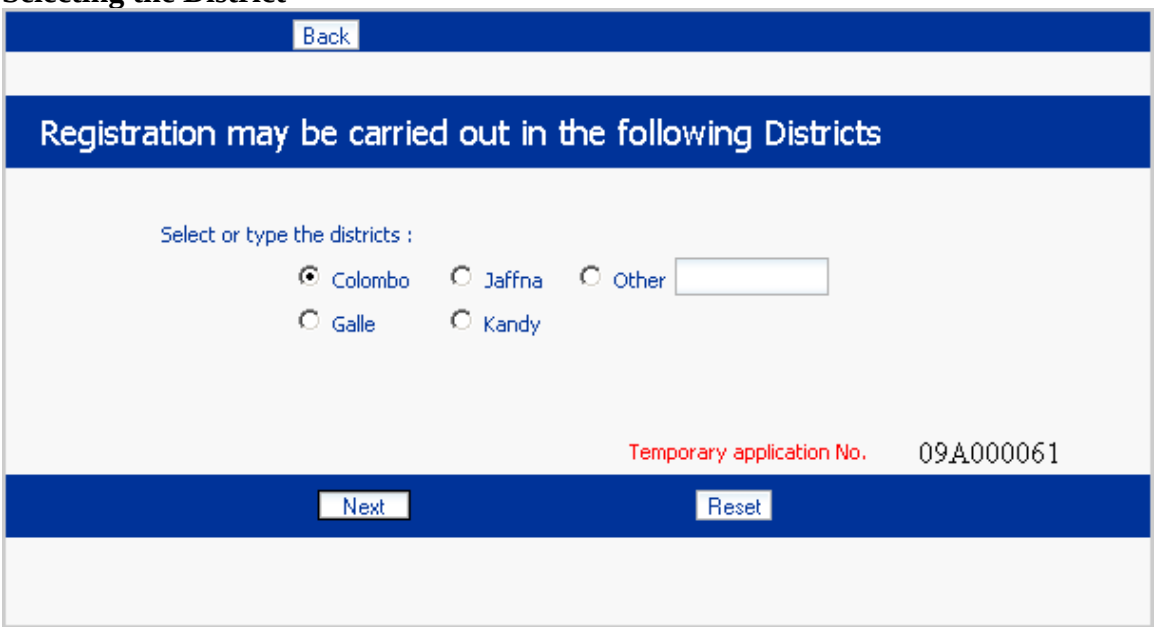


You can choose the year and subject from drop down lists and you should type the grade attained in upper case

(If you have done only three subjects you can omit the last row)

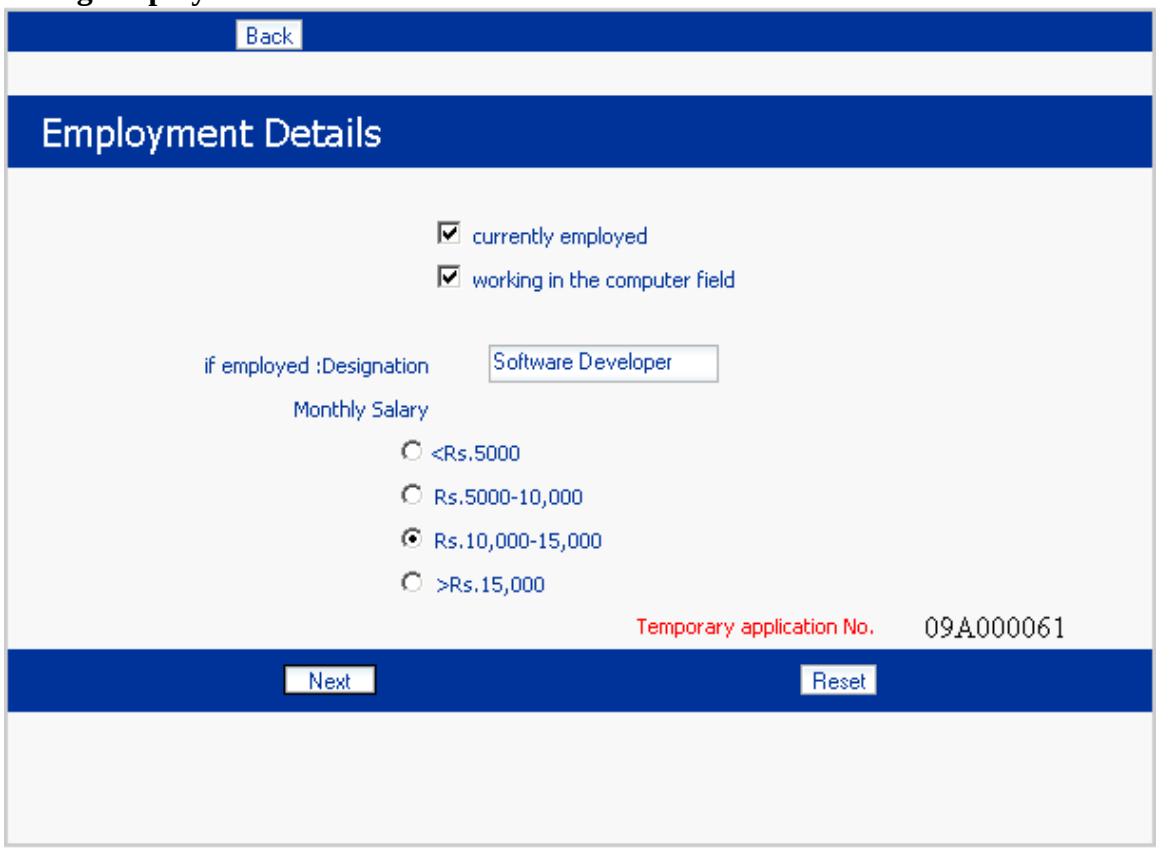
Click “Next” to continue

5.0 Selecting the District



You can select only one district
Choose the district you would prefer to appear for the registration and click “Next” to continue
(It may or may not be your hometown district)
Most registrations are carried out in Colombo. However we have done registration only in Kandy, Galle and Jaffna. Selecting center Other than Colombo does not guarantee. That you will be called them to registration
If your district is not in the list .You can request a district not in the list by type in the name in the given example.

6.0 Filling Employment Details

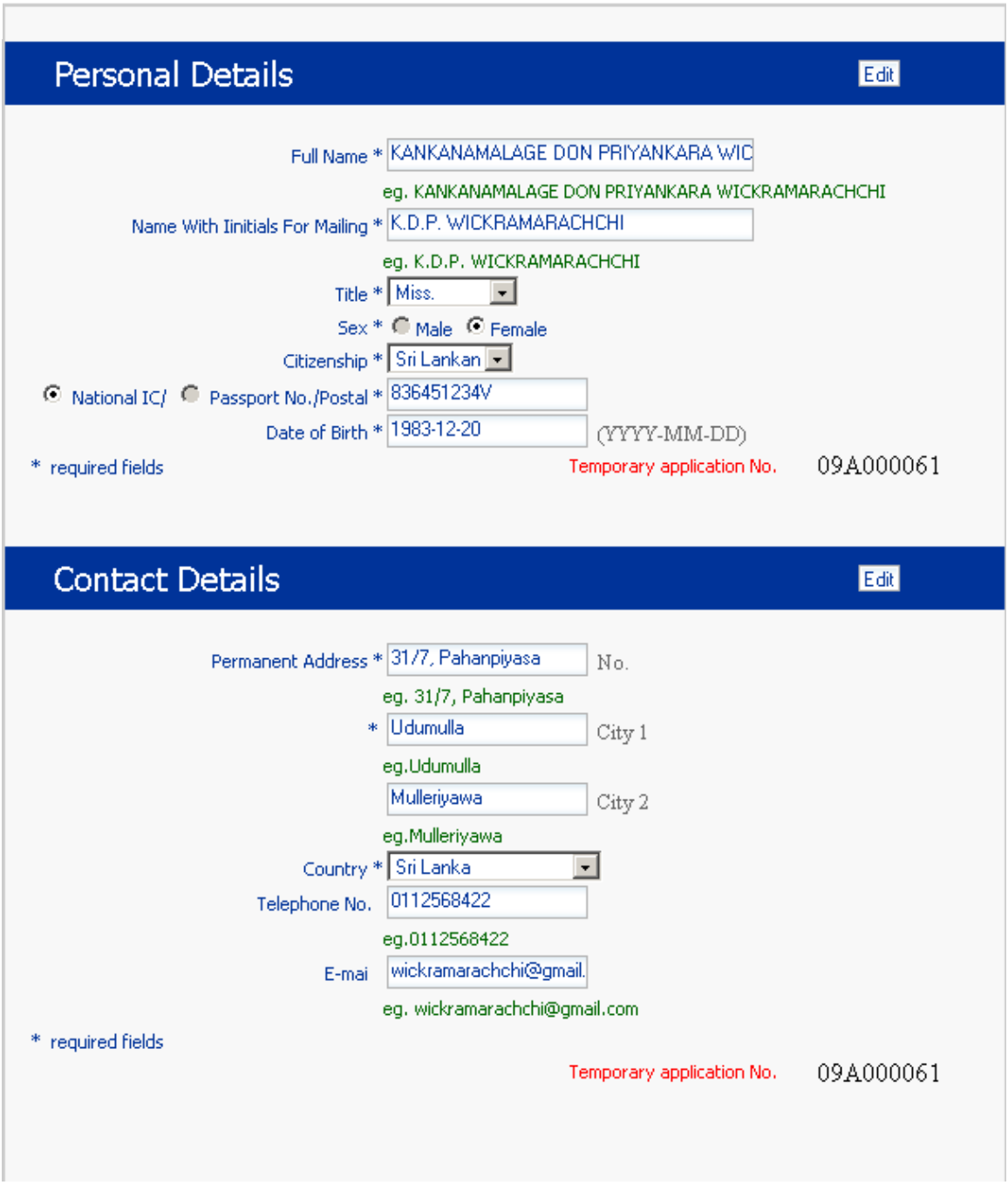


6.1.a You can choose the options one or both by ticking the check box in front of the text

6.1.b Then you have to fill designation and monthly salary by typing (If you are not employed you can leave those fields blank)
This completes filling the application form.
Click “Next” to proceed

When You Clicked the “Next” button all the details you have entered will appear in one page

7.0



Personal Details

Edit

Full Name * KANKANAMALAGE DON PRIYANKARA WIC

eg. KANKANAMALAGE DON PRIYANKARA WICKRAMARACHCHI

Name With Iinitials For Mailing * K.D.P. WICKRAMARACHCHI

eg. K.D.P. WICKRAMARACHCHI

Title * Miss.

Sex * Male Female

Citizenship * Sri Lankan

National IC/ Passport No./Postal * 836451234V

Date of Birth * 1983-12-20 (YYYY-MIM-DD)

* required fields

Temporary application No. 09A000061

Contact Details

Edit

Permanent Address * 31/7, Pahanpiyasa No.

eg. 31/7, Pahanpiyasa

* Udumulla City 1

eg.Udumulla

Mulleriyawa City 2

eg.Mulleriyawa

Country * Sri Lanka

Telephone No. 0112568422

eg.0112568422

E-mai wickramarachchi@gmail.

eg. wickramarachchi@gmail.com

* required fields

Temporary application No. 09A000061

Educational Qualifications

Edit

(a.) I have Three GCE (A/L) passes (Common General Test [12] and General English Paper [13] are not considered as core A Level subjects)

(b.) I have the Foundation In Information Technology (FIT Conducted by UCSC)

(c.) I have other academic/professional qualifications (attach all Certificates including GCE(O/L). There will be a Computer based aptitude test only for this category)

If (c.) is selected above please specify the Certificates you will attach:

```
Computer Awareness Certificate - NIBM
Training Certificate in Excel  - MYCOM
```

Temporary application No. 09A000061

G.C.E. (A Level) Results

Edit

	Year	Subject	Grade
1.	2004	PHYSICS	B
2.	2005	MATHS	C
3.	2004	CHEMISTRY	B
4.	2004	ENGLISH	C

eg. 2004 Physics B

Temporary application No. 09A000061

Registration may be carried out in the following Districts

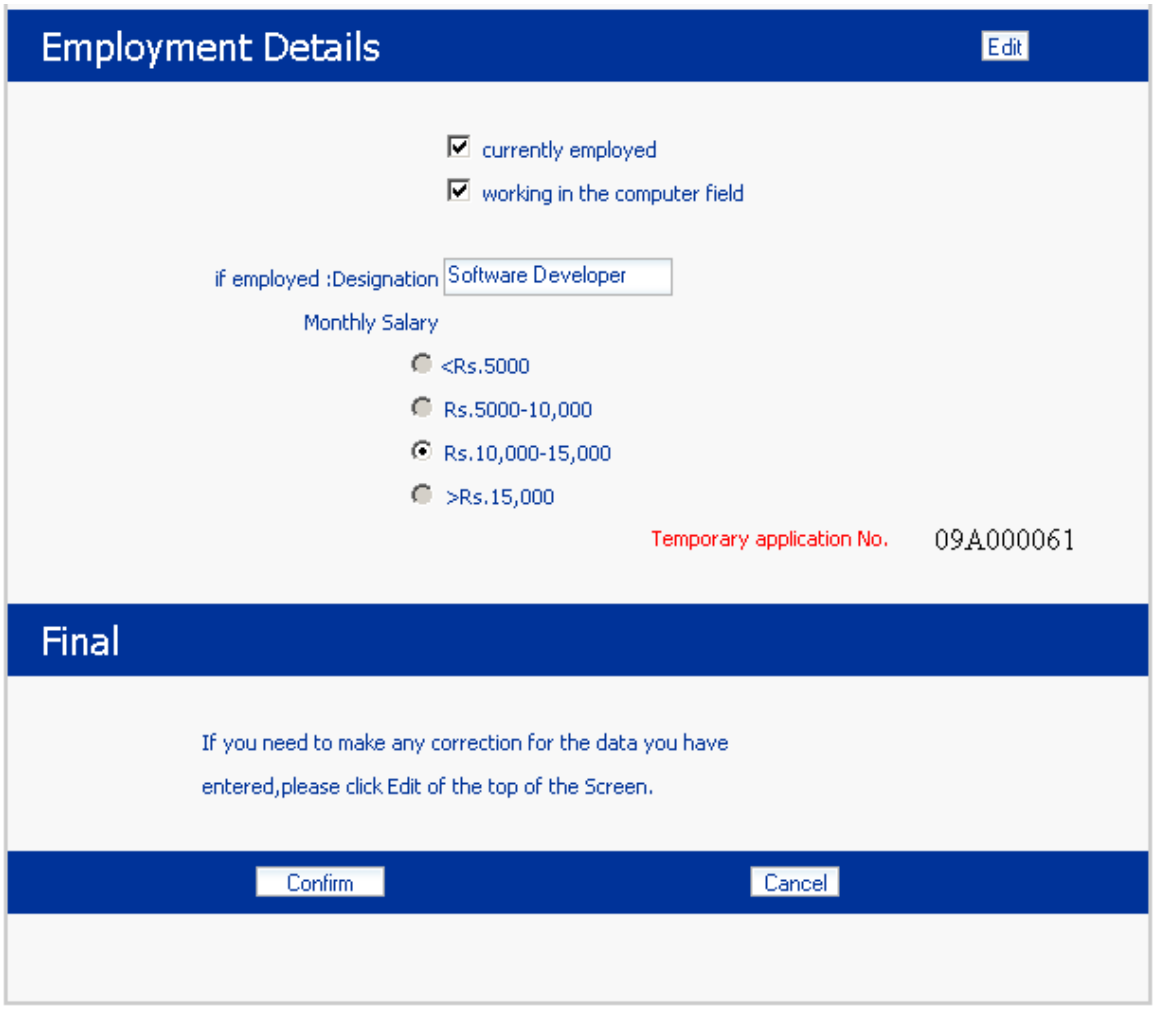
Edit

Select or type the districts :

Colombo Jaffna Other

Galle Kandy

Temporary application No. 09A000061



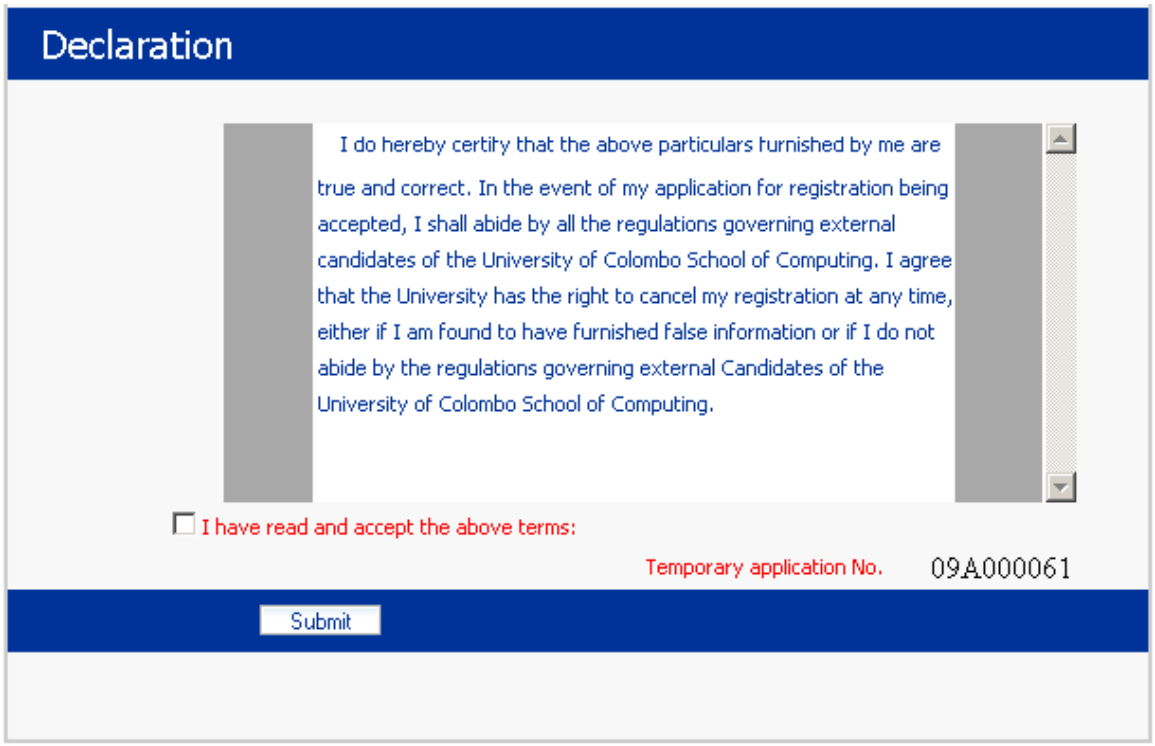
Check if all the information you have entered are correct. You would not be able to change this information after this step unless you submit a new application form

You can edit the information in forms one by one by clicking the “Edit” button in top of all form topics

Drag to the bottom of this page and verify all the information

When you are sure that information entered are correct click the “Next” button to continue

As soon as you clicked the “Continue” button you will see the information in read only style and a declaration at the bottom


Declaration
I do hereby certify that the above particulars furnished by me are true and correct. In the event of my application for registration being accepted, I shall abide by all the regulations governing external candidates of the University of Colombo School of Computing. I agree that the University has the right to cancel my registration at any time, either if I am found to have furnished false information or if I do not abide by the regulations governing external Candidates of the University of Colombo School of Computing.
I have read and accept the above terms:
Temporary application No.
09A000061
Submit

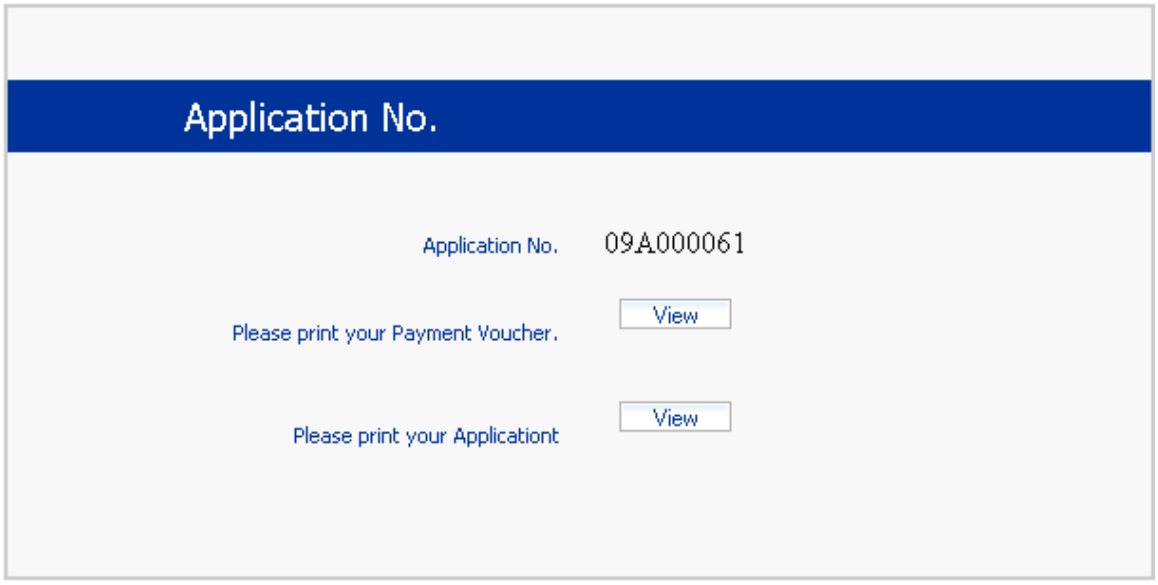
If you have any issue not clear regarding the declaration please contact us on Tel

If you are agreeing with the terms and conditions tick the checkbox relevant and click the submit button (If you do not agree with the terms and conditions you cannot proceed further)

Remember that if the check box is ticked we assume that you agree with the terms we can cancel your registration for submitting false information.

When you click the “Submit” button this would appear

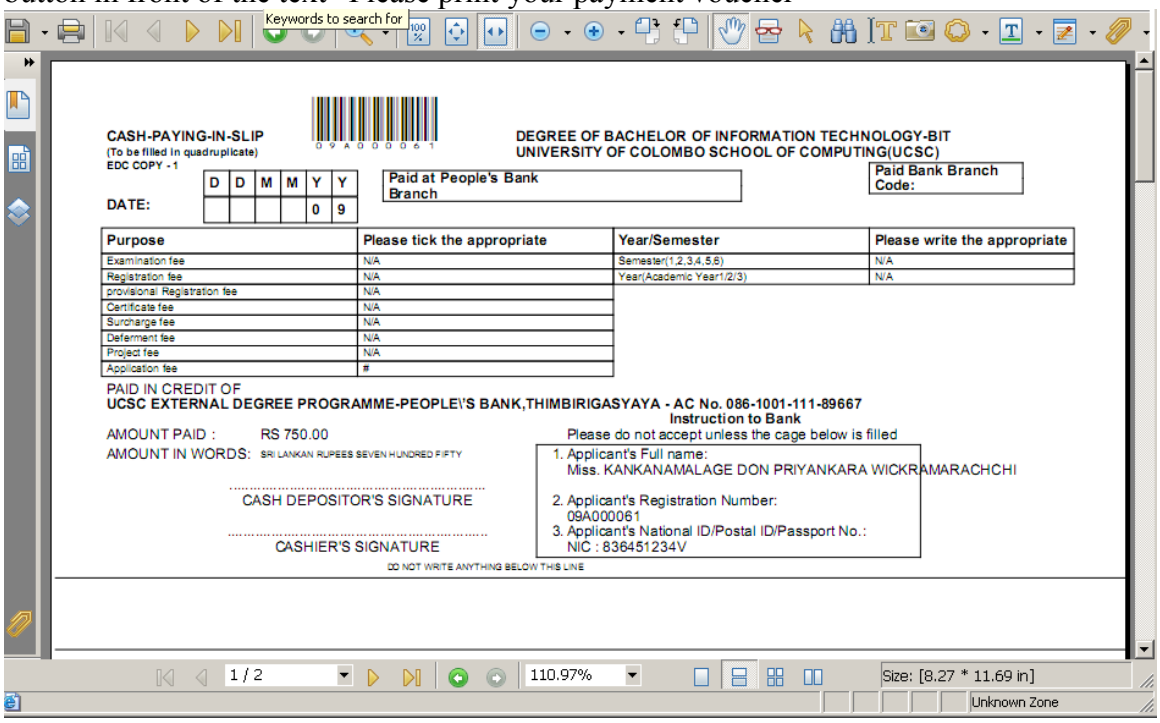
8.0



You can see the Application No on the screen and note down it for future use

9.0 Printing the Bank Payment Voucher

You can view the payment voucher that is being ready to print by clicking the "View" button in front of the text "Please print your payment voucher"


CASH-PAYING-IN-SLIP
(To be filled in quadruplicate)
EDC COPY - 1
DATE: D D M M Y Y 0 9
DEGREE OF BACHELOR OF INFORMATION TECHNOLOGY-BIT
UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING(UCSC)
Paid at People's Bank Branch
Paid Bank Branch Code:
Purpose | Please tick the appropriate | Year/Semester | Please write the appropriate
Examination fee | N/A | Semester(1,2,3,4,5,6) | N/A
Registration fee | N/A | Year(Academic Year1/2/3) | N/A
provisional Registration fee | N/A
Certificate fee | N/A
Surcharge fee | N/A
Deferment fee | N/A
Project fee | N/A
Application fee | #
PAID IN CREDIT OF
UCSC EXTERNAL DEGREE PROGRAMME-PEOPLE\'S BANK,THIMBIRIGASYAYA - AC No. 086-1001-111-89667
Instruction to Bank
AMOUNT PAID : RS 750.00
AMOUNT IN WORDS: SRI LANKAN RUPEES SEVEN HUNDRED FIFTY
Please do not accept unless the cage below is filled
1. Applicant's Full name:
Miss. KANKANAMALAGE DON PRIYANKARA WICKRAMARACHCHI
2. Applicant's Registration Number:
09A000061
3. Applicant's National ID/Postal ID/Passport No.:
NIC : 836451234V
CASH DEPOSITOR'S SIGNATURE
CASHIER'S SIGNATURE
DO NOT WRITE ANYTHING BELOW THIS LINE
1 / 2
110.97%
Size: [8.27 * 11.69 in]
Unknown Zone

You will see the print preview of the payment voucher and the application form. Some data you filled would be printed on the voucher automatically

You can now get the print out of the payment voucher by clicking the "Print" button on top left corner of the PDF
You need to sign on it stating the date of payment and it is ready for handing over to any branch of Peoples Bank with the required payments

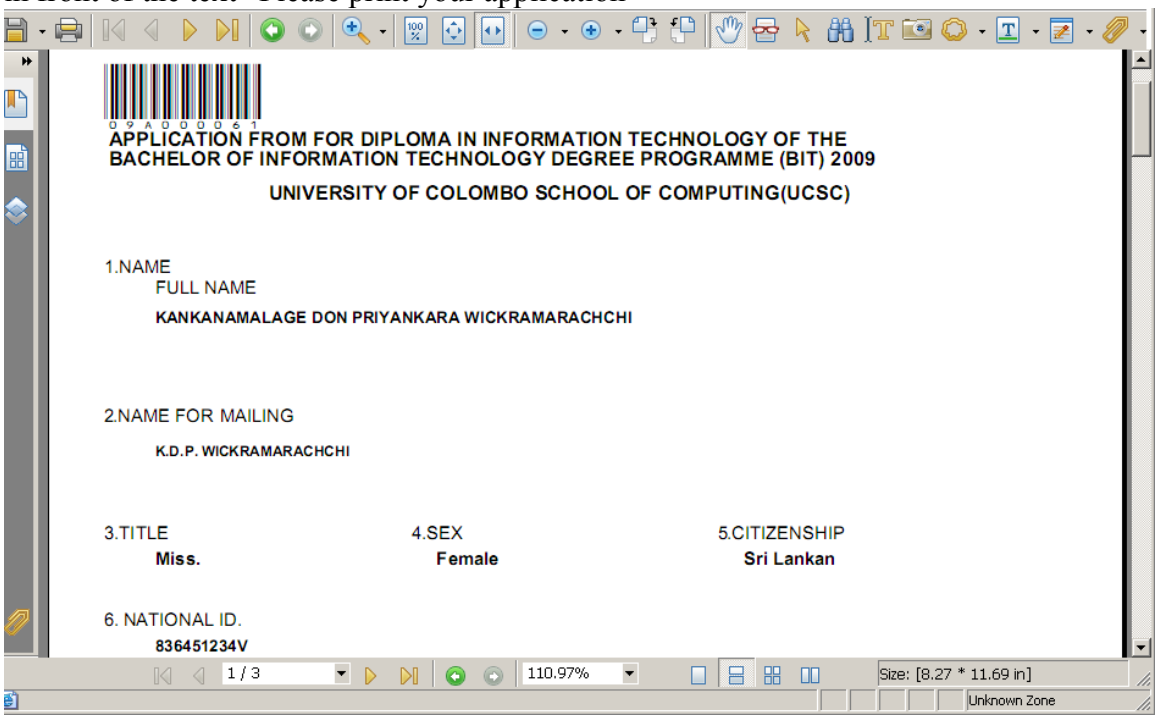
(Handing over the copy of voucher is compulsory for your registration)

There are four payment voucher slips.

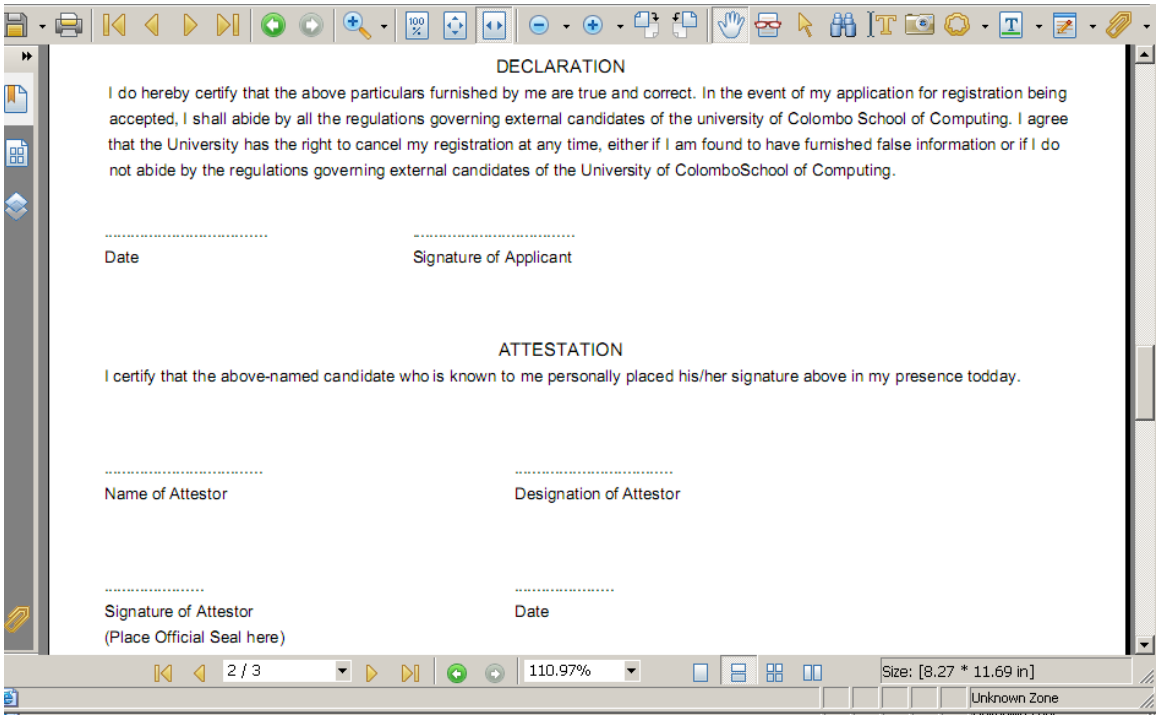
1. EDC copy 1 (Post this to us)
2. Candidate c copy 2(Keep this with you)
3. Thimbirigasyaya bank copy(Bank will keep this)
4. Bank copy (Bank will keep this)

10.0 Sending a Hard Copy of the Application Form

You can view the print preview of the application form by clicking the "View" button in front of the text "Please print your application"



You must get a printout of the application form (The data you entered would be filled automatically to the form) and sign on it in front of an attester and send to the address below



DECLARATION

I do hereby certify that the above particulars furnished by me are true and correct. In the event of my application for registration being accepted, I shall abide by all the regulations governing external candidates of the university of Colombo School of Computing. I agree that the University has the right to cancel my registration at any time, either if I am found to have furnished false information or if I do not abide by the regulations governing external candidates of the University of ColomboSchool of Computing.

....

Date Signature of Applicant

ATTESTATION

I certify that the above-named candidate who is known to me personally placed his/her signature above in my presence todday.

....

Name of Attestor Designation of Attestor

....

Signature of Attestor Date

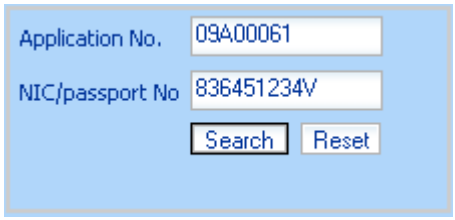
(Place Official Seal here)

2 / 3 110.97% Size: [8.27 * 11.69 in]

Unknown Zone

12.0 Continuing from a halted point

Until you confirm the submission of the application you have to enter NIC/Passport No in the form you can go back and edit it for that .



After supply in the application number of the previous form which was halted as the username and NIC/Passport No you can click on the “Search” button

You can continue filling the previous form from the halted point.

If you have missed or want to edit data in the previous steps you can go to the previous form by clicking “Back”

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